

DEPUTY FIRE MARSHAL

DISTINGUISHING FEATURES

The fundamental reason the Deputy Fire Marshal exists is to conduct inspections of buildings and property for fire hazards and compliance with fire prevention laws and standards; conduct fire cause and origin investigations; and conduct public education for fire prevention methods and control through prevention programs. This classification is not supervisory. Work is performed under the general supervision of an Assistant Fire Marshal.

ESSENTIAL FUNCTIONS

Conducts fire safety inspections of existing facilities and new construction for conformance with City fire and building codes and regulations, and with national standards.

Documents violations of laws, ordinances, and safety hazards and communicates with the customer for resolution of the violations.

Responds to complaints and questions from citizens relating to fire hazards and fire code violations; interprets and explains fire codes and regulations.

Conducts inspection and acceptance tests for efficiency of fire protection equipment, automatic fire extinguishing systems, fire alarm systems and associated devices.

Conducts inspections of facilities using hazardous materials to ensure compliance with local, state and federal regulations pertaining to storage, use and disposal of those materials.

Investigates fires for origin and cause, which includes evidence collection and preservation, detailed report writing, and possible court testimony.

Prepares and maintains activity records and special reports.

Operates emergency response vehicles.

Assists with public relations and public education programs to promote fire safety in the City.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Fire codes, ordinances, laws, regulations and standards.

Basic information relating to electrical, mechanical, plumbing, and structural codes.

Building construction and fire protection and life-safety systems.

Fire prevention practices.

Public education methods.

Geographical layout of the City of Scottsdale.

Computers and related software.

Ability to:

Inspect buildings for fire hazards, fire protective equipment, fire exit adequacy, and compliance with fire prevention laws and standards.

Prioritize and complete inspection and non-inspection assignments.

Follow up on inspections to gain compliance.

Keep up to date with fire codes and regulations.

Deal persuasively and effectively with property owners and the public.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Provide superior customer service for both internal and external customers.

Operate a variety of standard office equipment, a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement for extended periods of time.

Work in a variety of weather conditions with exposure to the outdoor elements.

Climb ladders or steps while performing inspections.

Do considerable walking, climbing, bending, stooping, lifting (up to 50 pounds when checking fire extinguishers), looking overhead, and/or working in small/cramped areas as well as using small hand tools (pliers, screwdrivers, wrenches, etc.) while performing inspection duties.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life.

Education & Experience

Requires two years experience in fire prevention and inspection work. Must have an Associate's Degree from an accredited college or university in Fire Science or a minimum of 30 semester hours of college credit that includes any combination of fire fighting, EMS and academic subjects.

Note: Beginning in July 2007, an Associate's Degree in Fire Science, Business Administration or a related field will be required.

Additional Requirements/Certifications

International Conference of Building Officials (ICBO) in the current adopted version of the Fire Code.

Completion of the Arizona Arson Investigation School is preferred.

Special Requirement

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Non-Exempt

HR Ordinance Status: Unclassified